

POSITION DESCRIPTION		DEPARTMENT/DIVISION Finance Administration
NAME		TITLE Engineer/Project Manager
PLACE OF WORK City Hall		GRADE
NAME/TITLE OF SUPERVISOR David Dunn, City Administrator		WORKING HOURS 8:00 am – 4:30 pm
NAME/TITLE OF THOSE YOU SUPERVISE		Exempt/Non-Exempt Exempt
%	Position Description	Performance Standards
40%	A. Engineering Duties	A1 Provide engineering services for all types of City projects across all departments (i.e. water and sewer repair/replacement, street repairs, sidewalks, drainage, building improvements, etc). A2 Provide design review services for all types of projects. A3 Review development plans including water and sewer lines, streets, curbs, sidewalks, etc. A4 Prepare and present clear, concise reports and presentation for various audiences. A5 Liaison with outside engineering firm as needed. A6 Liaison with Frederick County and other agencies as needed.
30%	B. Project Manager Duties	B1 Supervise CIP projects and various other projects as assigned. B2 Plan, organize, and administer large-scale projects and programs. B3 Plan and coordinate with consultants and contractors. B4 Work with public, State, and Federal agencies in regard to projects. B5 Assist with preparation of proposed annual budget of CIP projects, etc.
25%	C. Construction Inspection Duties	C1 Provide inspection services for various CIP projects. C2 Conduct field inspections for various other types of City projects across all departments.
5%	D. Other Duties as Assigned	D1 Other duties as directed by City Administrator and Mayor.

APPROVALS

The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

_____ Employee	_____ Date	_____ Supervisor	_____ Date	_____ Department Head	_____ Date
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